

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be improved.

2. The second step is to set goals. These should be specific, measurable, achievable, relevant, and time-bound (SMART).

3. The third step is to develop a plan. This involves determining the steps needed to achieve the goals and assigning responsibilities.

4. The fourth step is to implement the plan. This involves putting the plan into action and monitoring progress.

5. The fifth step is to evaluate the results. This involves comparing the actual results with the goals and identifying areas for improvement.

6. The sixth step is to make adjustments. This involves making changes to the plan or goals based on the evaluation.

7. The seventh step is to communicate. This involves sharing the results and lessons learned with others.

8. The eighth step is to document the process. This involves creating a record of the steps taken and the results achieved.

9. The ninth step is to review the process. This involves reflecting on the entire process and identifying areas for improvement.

10. The tenth step is to repeat the process. This involves applying the lessons learned to future projects.

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Jennifer A. Boyd

WILSON ET AL.

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Class	Subclass	Date	Examiner

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